



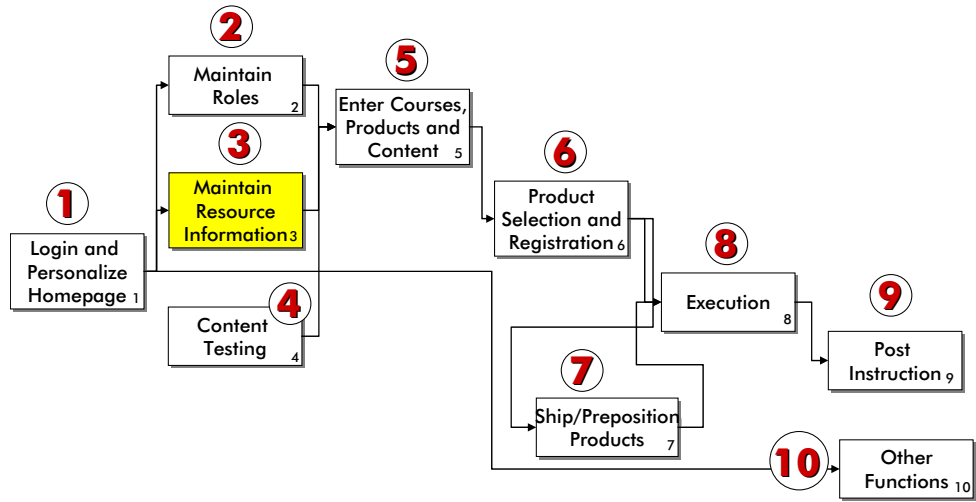
Training Execution

Office of the Project Manager, Distributed Learning System

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High Level Process



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Module V - Training Execution 2



Terminology

- **Instructor – ALMS Role-Based User; Role with more system “permissions” than other Faculty roles.**
- **Qualify an Instructor – Establish an Instructor as “certified” to present instruction on a given Lesson.**
- **Non-Instructional Event – A user-generated period of time marking the user as unavailable for scheduling. Examples: Leave, TDY, appointments.**

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Module V – Training Execution 3

We have a couple of terms that come into play when discussing Instructor Resources and we'll go over them with you up front.

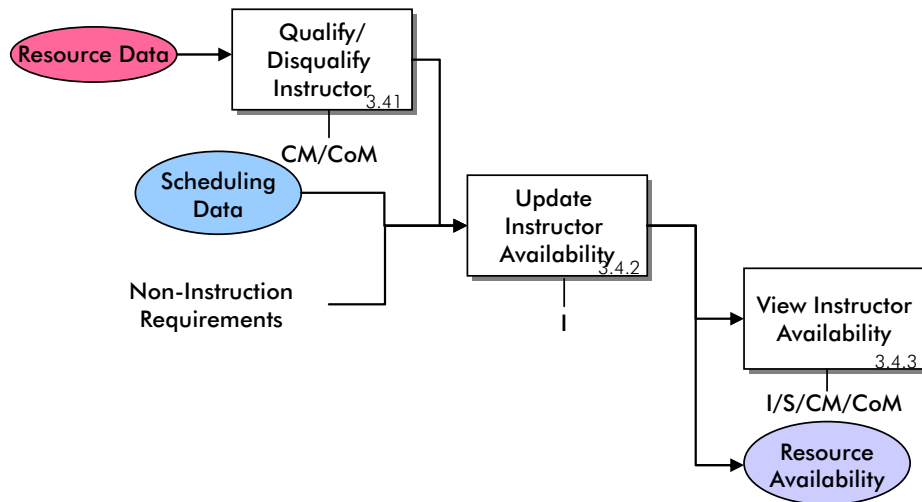
1st Bullet: Although Instructor is a specific Role in the ALMS, we also use it generically to refer to Faculty-Based Roles in general.

2nd Bullet: You can qualify Instructors to train designated Lessons, just as you can mark those Lessons as needing a qualified Instructor. We generally use this when the instructor requires a documented certification in the subject matter, such as CPR. The ALMS itself doesn't convey certifications, but it will use this function to track Instructor-Lesson relationships when certifications to train are important.

3rd Bullet: This is an event which is not normally tracked in the ALMS but which must be entered to account for those time periods when an Instructor is not available to teach any lessons.



3.4 - Instructors



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Module V - Training Execution 4



Instructors as Resources

- ➔ **Instructors are managed as Human Resources**
- ➔ **Appointed IAW appointment process**
- ➔ **Other actions affecting Instructors**
 - **Qualify an Instructor**
 - **Enter Non-Instructional events into schedule**
 - **Perform scheduling actions against Instructor availability**

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Module V – Training Execution 5

Here is some general information about instructors as Resources...

3rd Bullet: Instructors can be qualified if you choose. Instructors are self-booking Resources in the sense that they can mark unavailable times on their own Calendars.

Instructors may be scheduled for training by Class Managers and Schedulers. Those scheduling actions will appear on the Instructor's upcoming classes list when viewed from his Instruction Homepage Drop-Down menu.

Assign Instructor from Lesson Template

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Calendar Contact Us Help Log Off

Go to: My Home My Home My Team Registry (Internal) **Catalog** Lessons Communities Content Information Instruction People Resources

My Home My Development Training Catalog Information Resources Communities Experts Assessments Personal Info

• [Registrations](#)
• [Surveys](#)
• [Course Progression](#)
• [Search Training Catalog](#)
• [Personal Catalog](#)
• [Order History](#)
• [Transcript](#)
• [Team Summary](#)
• [Communities in which I am an Expert](#)
• [DLS](#)
• [ATHD](#)

Welcome! Bobby Kirts Today: Jun 28, 2005
Time Zone: (GMT-05:00) Eastern Time (US & Canada) Last Login: June 28, 2005 7:54 AM
New Users!!! [Click here](#)

Reminder: Do not use your web browser's navigation buttons while in LMS.

The "Notices" area below helps you stay on top of all your DLS activities. All you need to do is click on the "See All" link next to each item to see a full explanation of each notice.

» Notices

Upcoming Classes

LMS - Construct Course	7/13/05 - 7/13/05 Fort Sill
LMS Construct Content	7/13/05 - 7/13/05 Fort Sill
LMS Construct ITP	7/13/05 - 7/13/05 Fort Sill
LMS Construct Iterations	7/14/05 - 7/14/05 Fort Sill
LMS Construct Web Based Course	7/14/05 - 7/14/05 Fort Sill

» Skill Gap
No Results Found.

» Individual Training Plan
No Results Found.

"My Communities" These are communities in your watch list.

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Module V - Training Execution 6

To assign an Instructor at the **Lesson Template** level, we first have to find the **Lesson Template**. Click on "Catalog" from the **Go to:** drop down menu. The ALMS defaults to the **Lesson Template** screen as shown in the next slide.

Search for Lesson Template

Calendar | Contact Us | Help | About | Log Off

Go to: Catalog

Curriculum | **Lesson Template** | Product | Course Iteration | Roster Template | Courses | Library | Skills | Reports

Search:

Lesson Template Number like


Title like

Group Name like

Enter the search criteria in the left sidebar and click the **GO** button to display search results in this window.

Experience a Training Revolution! Module V - Training Execution 7

To search for a **Lesson Template**, enter data in the **Lesson Template Number Like**, **Title Like**, or **Group Name Like** search parameter and click on “**GO**”. The ALMS will display the Search Results as shown in the next slide.



Lesson Template Search Results

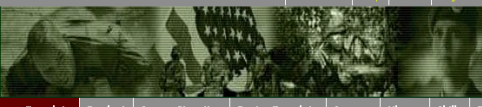

Calendar

Contact Us

Help

About

Log Off



Go to:

Catalog

Curriculum

Lesson Template

Product

Course Iteration

Roster Template

Courses

Library

Skills

Reports

Search

Create

Search:

Lesson Template Number like

1010

Title like

Group Name like

GO

GO

Lesson Template Search Results

Results ~ 1 items found.

Lesson Template Number like: 1010


Edit

Lesson Template Number ▲	Title	Group Name	Duration (hrs)	Base Price	Enable	Price Band Name	Delete
1010	LMS Construct Content	LMS Training	2	0.00	True		

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Module V – Training Execution 8

At the **Lesson Template Search Results** screen, click on the **“Edit”** icon to display the **Lesson Template Details** screen as shown in the next slide.



Auxiliary Link - Instructor

[Calendar](#)
[Contact Us](#)
[Help](#)
[About](#)
[Log Off](#)



Go to: Catalog

[Curriculum](#)
[Lesson Template](#)
[Product](#)
[Course Iteration](#)
[Roster Template](#)
[Courses](#)
[Library](#)
[Skills](#)
[Reports](#)

[Search](#)
[Create](#)

- [Main](#)
- [Curriculum](#)
- [Resources](#)
- [Instructor](#)
- [Associated Content](#)
- [Prerequisites](#)
- [Equivalents](#)
- [Skills](#)
- [Keywords](#)
- [Checklist](#)
- [Audit Trail](#)
- [Courses](#)
- [Internationalization](#)
- [Notes](#)
- [Language](#)

[Clone](#)

Change:

Lesson Template Details : LMS Construct Content, 1010 [Save](#)

Lesson Template Details

Lesson Group *

LMS

Lesson Template Number *

1010

Title *

LMS Construct Content

Manager Approval

No

Max Discount (%) *

0.00

Training Units

Duration (Hrs) *

2.00

Min Count *

0

Max Count *

9999

Max In Wait List *

9999

Units *

1

Security Domain *

Common

Language *

English

Roster Template

Abstract

Lesson Availability

☒ Display For Call Center

☐ Display For Web

☐ Enable

☒ Internal

☒ External

Available From *

11/23/2004

Discontinued From

Custom Fields:

Proponent School

Cancellation Reason Code

Foreign Disclosure Code

Custom3

Custom4

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Module V – Training Execution 9

Click on the “**Instructor**” auxiliary link on the Left Navigation Bar. The ALMS will display the **Instructor** screen as shown in the next slide.

Instructor Screen

Curriculum Lesson Template Product Course Iteration Roster Template Courses Library Skills Reports

Instructor : LMS Construct Content, 1010

Edit	Instructor	Last Name	First Name	Business Unit	Location	Email	Priority Level	Delete
	BOBBY, KIRTS	Kirts	Bobby	AKO Login	Fort Eustis	bobby.kirts@us.army.mil		
	JONATHAN, HATT	Hatt	Jonathan	AKO Login	Fort Eustis	jonathan.hatt@us.army.mil		
	KIRK, W. DANIEL	Daniel	Kirk	AKO Login	Fort Eustis	kirk.w.daniel@us.army.mil		
	LOUIS, FORTUNE	Fortune	Louis	AKO Login	Fort Eustis	louis.fortune@us.army.mil		

New Instructor

Add

Instructor *

Priority Level

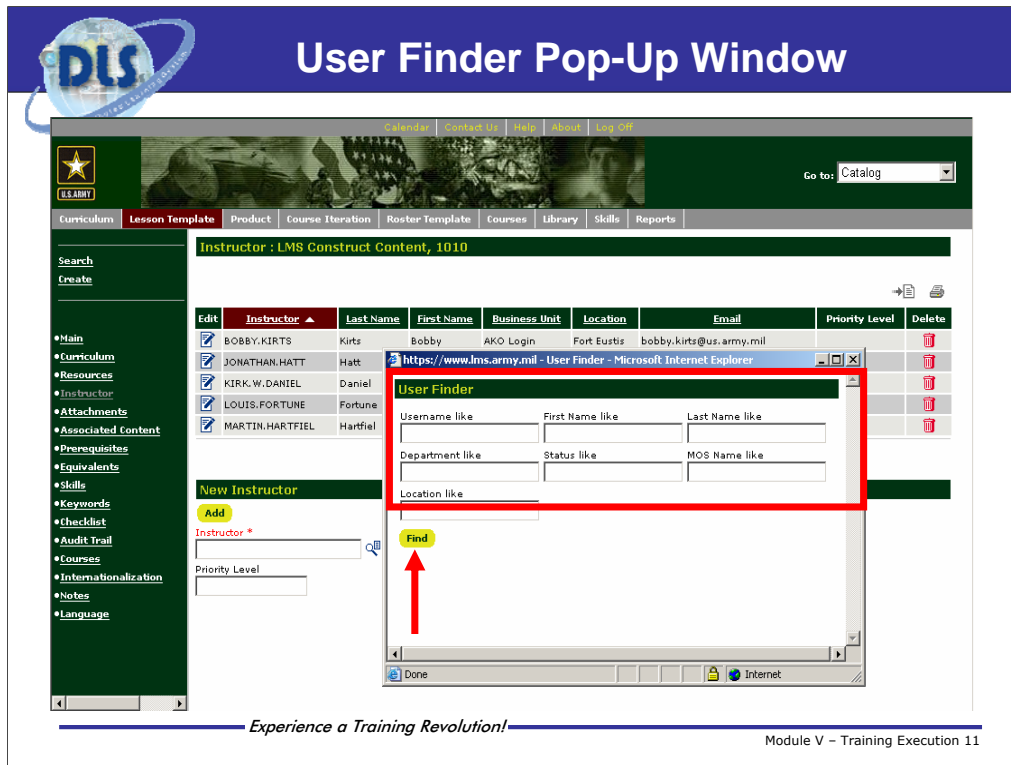
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Module V - Training Execution 10


The **Instructor** screen will list those Instructors already assigned to this Lesson Template in the top half of the screen. Specific Instructors can be designated as qualified for a Lesson at the Lesson Template level. Course Managers can use the New Instructor “**Finder**” icon to locate the specific individuals to qualify. However, doing this is not recommended in most cases for two reasons:

1. Doctrinally the Course Manager represents the Proponent- not the Institution executing the training. In the case of the training being executed at a TASS Battalion, for example, it is unlikely the Course Manager would even know the names of future Instructors for this Lesson.
2. When you specify Instructors by name at the Lesson template, you are limiting the pool of Instructors who can train this Lesson to only those individuals you specified, until someone else, such as a local Class Manager, takes overt action to qualify someone else for this Lesson.

To qualify an Instructor at the **Lesson Template** level, click on the “**Finder**” icon. The ALMS will display the **User Finder Pop-Up Window** as shown in the next slide.




Enter data in the **Username Like**, **First Name Like**, **Last Name Like**, **Department Like**, **Status Like**, **MOS Name Like**, or **Location Like** search parameter fields and click on “**Find**”. The ALMS will display the **Search Results** as shown in the next slide.



Instructor Selection

[Calendar](#)
[Contact Us](#)
[Help](#)
[About](#)
[Log Off](#)



Go to:

[Curriculum](#)
[Lesson Template](#)
[Product](#)
[Course Iteration](#)
[Roster Template](#)
[Courses](#)
[Library](#)
[Skills](#)
[Reports](#)

[Search](#)
[Create](#)

- [Main](#)
- [Curriculum](#)
- [Resources](#)
- [Instructor](#)
- [Attachments](#)
- [Associated Content](#)
- [Prerequisites](#)
- [Equivalents](#)
- [Skills](#)
- [Keywords](#)
- [Checklist](#)
- [Audit Trail](#)
- [Courses](#)
- [Internationalization](#)
- [Notes](#)
- [Language](#)

Instructor : LMS Construct Content, 1010

Edit	Instructor ▲	Last Name	First Name	Business Unit	Location	Email	Priority Level	Delete
	BOBBY.KIRTS	Kirts	Bobby	AKO Login	Fort Eustis	bobby.kirts@us.army.mil		
	JONATHAN.HATT	Hatt	Jonathan	AKO Login	Fort Eustis	jonathan.hatt@us.army.mil		
	KIRK.W.DANIEL	Daniel	Kirk	AKO Login	Fort Eustis	kirk.w.daniel@us.army.mil		
	LOUIS.FORTUNE	Fortune	Louis	AKO Login	Fort Eustis	louis.fortune@us.army.mil		
	MARTIN.HARTFIEL	Hartfiel	Martin	AKO Login	Fort Eustis	martin.hartfiel@us.army.mil		

New Instructor


Add

Instructor *

Experience a Training Revolution!


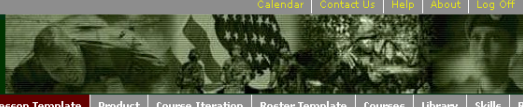
Module V – Training Execution 13

Click on the “**Add**” button to add the Instructor to the list of Instructors in the top half of the screen as shown in the next slide.



Instructor Added to List

[Calendar](#)
[Contact Us](#)
[Help](#)
[About](#)
[Log Off](#)



Go to:

[Curriculum](#)
[Lesson Template](#)
[Product](#)
[Course Iteration](#)
[Roster Template](#)
[Courses](#)
[Library](#)
[Skills](#)
[Reports](#)

[Search](#)
[Create](#)

- Main
- Curriculum
- Resources
- Instructor
- Attachments
- Associated Content
- Prerequisites
- Equivalents
- Skills
- Keywords
- Checklist
- Audit Trail
- Courses
- Internationalization
- Notes
- Language

Instructor : LMS Construct Content, 1010

Edit	Instructor ▲	Last Name	First Name	Business Unit	Location	Email	Priority Level	Delete
	BOBBY KIRTS	Kirts	Bobby	AKO Login	Fort Eustis	bobby.kirts@us.army.mil		
	CHESTER BOOTHEJR	Boothe	Chester	AKO Login	Fort Eustis	chester.boothejr@us.army.mil		
	JONATHAN HATT	Hatt	Jonathan	AKO Login	Fort Eustis	jonathan.hatt@us.army.mil		
	KIRK W. DANIEL	Daniel	Kirk	AKO Login	Fort Eustis	kirk.w.daniel@us.army.mil		
	LOUIS FORTUNE	Fortune	Louis	AKO Login	Fort Eustis	louis.fortune@us.army.mil		
	MARTIN HARTFIEL	Hartfiel	Martin	AKO Login	Fort Eustis	martin.hartfiel@us.army.mil		

New Instructor

[Add](#)

Instructor *

Priority Level

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Module V – Training Execution 14

The selected Instructor is added to the list of Instructors qualified to teach this Lesson.

A better way to qualify an Instructor to teach a specific Lesson is from the **People** selection on the **Go to:** drop down menu as shown in the next slide.

Select People from Go to: Drop Down

THE UNITED STATES ARMY

Calendar | Contact Us | Help | Log Off

Go to: My Home
My Home
My Team
Registrar (Internal)
Catalog
Lessons
Communities
Content
Information
People
Resources

My Home | My Development | Training Catalog | Information Resources | Communities | Experts | Assessments | Personal Info

Welcome! Bobby Kirts Today: Jun 28, 2005
Time Zone: (GMT-05:00) Eastern Time (US & Canada) Last Login: June 28, 2005 7:54 AM

New Users!!! [Click here](#)

Reminder: Do not use your web browser's navigation buttons while in LMS.

The "Notices" area below helps you stay on top of all your DLS activities. All you need to do is click on the "See All" link next to each item to see a full explanation of each notice.

» Notices

Upcoming Classes

LMS - Construct Course	7/13/05 - 7/13/05 Fort Sill
LMS Construct Content	7/13/05 - 7/13/05 Fort Sill
LMS Construct ITP	7/13/05 - 7/13/05 Fort Sill
LMS Construct Iterations	7/14/05 - 7/14/05 Fort Sill
LMS Construct Web Based Course	7/14/05 - 7/14/05 Fort Sill

[See All](#)

Development Plan- Items to Do

No Results Found.

Pending Critiques

No Results Found.

Surveys/Evaluations Awaiting Response

No Results Found.

» Skill Gap

No Results Found.

» Individual Training Plan

No Results Found.

"My Communities" These are communities in your watch list.

» My Communities

No Results Found.

» Team Summary

Communities in which I am an Expert

DLS

ATHD

Registrations

Surveys

Course Progression

Search Training Catalog

Personal Catalog

Order History

Transcript

Team Summary

Communities in which I am an Expert

DLS

ATHD

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Module V - Training Execution 15

Highlight and click on **People** from the **Go to:** drop down menu. Clicking "**People**" will display the **User** screen as shown in the next slide.

User Screen

Calendar | Contact Us | Help | About | Log Off

Go to: People

User | Internal MOS / Career Field | Internal Role | Reports

Search

Enter the search criteria in the left sidebar and click the **GO** button to display search results in this window.

Search:

Username like

First Name like

Last Name like

Department like

Status like

MOS Name like

Location like

GO

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Module V - Training Execution 16

To search for an Instructor (User) enter data in the **Username Like, First Name Like, Last Name Like, Department Like, Status Like, MOS Name Like, or Location Like** search parameter fields and click on “**GO**”. The ALMS will display the **Search Results** screen as shown in the next slide.

Calendar

Contact Us

Help

About

Log Off

Go to:

People

U.S. ARMY

Internal MOS / Career Field

Internal Role

Reports

Search

Search Results

Results -- 1 items found.

First Name like: Chester | Last Name like: Boothe

Search:

Username like

First Name like

Last Name like

Department like

Status like

MOS Name like

Location like

GO

Edit

Username

Last Name

First Name

Department

MOS Name

Location

Status

CHESTER.BOOTHEJR

Boothe

Chester

AKO Login

Fort Eustis


Active

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Module V – Training Execution 17



Click on the “**Edit**” icon in the left column to display the **User Details** screen as shown in the next slide.

17



User Details Screen

[Calendar](#)
[Contact Us](#)
[Help](#)
[About](#)
[Log Off](#)



Go to:

[User](#)
[Internal MOS / Career Field](#)
[Internal Role](#)
[Reports](#)

Change:

User Details: Chester Boothe

Save

Search

[*Instructor Qualifications](#)
[*Rate Template](#)
[*Security Roles](#)
[*Roles](#)
[*Audit Trail](#)
[*Notes](#)
[*Courses](#)

Rank
STAFF SERGEANT

Last Name *
Boothe

First Name *
Chester

Middle Name

Username *
CHESTER.BOOTHEJR

Manager
MARTIN.HARTFIEL

Location
Fort Eustis

Security Domain
DoD

E-mail
chester.boothejr@us

Unit Phone
757-878-0435

Address 1
11846 Rocklanding Drive, Suite B Newport News, Va 236

Address 2

City

Home Phone

Fax

SSN *
49C

Status *
Active

Primary Role *
Civilian Learner

Terminated On

Locale *
English Locale

Time Zone *
(GMT-05:00) Eastern Time (US & Canada)

Home domain *
DoD

Occupation

☒ Designate this User as an Instructor

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Module V – Training Execution 18

To qualify this individual to teach a specific Lesson, click on the **Instructor Qualifications** link on the Left Navigation Bar. Clicking on the **Instructor Qualification** link will display the **Instructor Qualifications** screen as shown in the next slide.

Instructor Qualifications Screen

Calendar | Contact Us | Help | About | Log Off

Go to: People

User | Internal MOS / Career Field | Internal Role | Reports

Instructor Qualifications: Chester Boothe

Lesson Template Number	Title	Duration (hrs)	Base Price	Lesson Group	Delete
1010	LMS Construct Content	2	0	LMS Training	
1009	LMS - Construct Course	2	0	LMS Training	
1012	LMS Construct Iterations	4	0	LMS Training	
1011	LMS Construct ITP	2	0	LMS Training	
1015	LMS Evaluate Training	0.5	0	LMS Training	
1014	LMS Groups, Sub-Groups and Sections	1	0	LMS Training	


Lesson Template Number like Title like Group Name like

Find


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Module V - Training Execution 19

The **Instructor Qualifications** screen lists all the Lessons the individual is qualified to teach in the top half of the screen. To qualify the Instructor to teach another Lesson, enter data in the **Lesson Template Number**, **Title Like**, or **Group Name Like** search parameter fields and click on **“Find”**. The ALMS will display the search results as shown in the next slide.



Select Lesson to be Added


Go to:

User
Internal MOS / Career Field
Internal Role
Reports

Instructor Qualifications: Chester Boothe

Lesson Template Number	Title	Duration (Hrs)	Base Price	Lesson Group	Delete
1010	LMS Construct Content	2	0	LMS Training	
1009	LMS - Construct Course	2	0	LMS Training	
1012	LMS Construct Iterations	4	0	LMS Training	
1011	LMS Construct ITP	2	0	LMS Training	
1015	LMS Evaluate Training	0.5	0	LMS Training	
1014	LMS Groups, Sub-Groups and Sections	1	0	LMS Training	

Lesson Template Number like
Title like
Group Name like

Find


Results -- 29 items found.

Lesson Template Number	Title	Group Name	Duration (Hrs)	Base Price	Enable	Price Band Name
1000	LMS TRADOC Overview	LMS Training	1	0	True	
1001	LMS- Overview	LMS Training	0.5	0	True	
1003	LMS-Roles and Domains	LMS Training	0.5	0	True	
1004	LMS System Processes	LMS Training	2	0	True	
1005	LMS Learner Login	LMS Training	1	0	True	

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Module V – Training Execution 20

Select the **Lesson Template** to be added by clicking on the plus sign (“+”) in the left column. Clicking on the plus sign (“+”) will add the Lesson to the **Instructor Qualification** List in the top half of the screen as shown in the next slide.



Lesson Added to Instructor Qualifications

[Calendar](#)
[Contact Us](#)
[Help](#)
[About](#)
[Log Off](#)



Go to:

User	Internal MOS / Career Field	Internal Role	Reports
			1015 LMS Evaluate Training 0.5 0 LMS Training
			1014 LMS Groups, Sub-Groups and Sections 1 0 LMS Training
			1013 LMS Manage Waitlist 0.5 0 LMS Training
			1001 LMS- Overview 0.5 0 LMS Training
			1007 LMS Resources - Equipment 0.3 0 LMS Training
			1008 LMS Resources - Expendables 1.5 0 LMS Training
			1006 LMS Resources - Facilities 1 0 LMS Training
			1003 LMS-Roles and Domains 0.5 0 LMS Training
			1004 LMS System Processes 2 0 LMS Training
			1000 LMS TRADOC Overview 1 0 LMS Training
			1019 LMS UTM/LA Functions 2 0 LMS Training

[Search](#)

[Main](#)
[Instructor Qualifications](#)
[Rate Template](#)
[Security Roles](#)
[Roles](#)
[Audit Trail](#)
[Notes](#)
[Courses](#)

Lesson Template Number like Title like Group Name like

Results -- 29 items found.

Lesson Template Number	Title	Group Name	Duration (hrs)	Base Price	Enable	Price Band Name
1000 LMS TRADOC Overview		LMS Training	1	0	True	
1001 LMS- Overview		LMS Training	0.5	0	True	
1003 LMS-Roles and Domains		LMS Training	0.5	0	True	
1004 LMS System Processes		LMS Training	2	0	True	
1005 LMS Learner Login		LMS Training	1	0	True	

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Module V - Training Execution 21

The Lesson is added to the **Instructor Qualification List** in the top half of the screen.

Now let's look at how the Instructor can mark himself unavailable for scheduling during a specified period by creating a **Non-Instructional Event** on his own Calendar as shown in the next slide.

User Details Screen

[Calendar](#) | [About Us](#) | [Help](#) | [About](#) | [Log Off](#)

Go to: People

User
Internal MOS / Career Field
Internal Role
Reports

Search

 • Main
 • Instructor Qualifications
 • Rate Template
 • Security Roles
 • Roles
 • Audit Trail
 • Notes
 • Courses

Change: ▼
Save

User Details: Chester Boothe

Rank STAFF SERGEANT	First Name * Chester	SSN * 493625618
Last Name * Boothe	Middle Name <input type="text"/>	Status * Active
Username * CHESTER.BOOTHEJR	Primary Role * Civilian Learner	Terminated On <input type="text"/>
Manager MARTIN.HARTFIEL	Locale * English Locale	Time Zone * (GMT-05:00) Eastern Time (US & Canada)
Location Fort Eustis	Home domain * DoD	Occupation <input type="text"/>
Security Domain DoD	Home Phone <input type="text"/>	<input checked="" type="checkbox"/> Designate this User as an Instructor
E-mail chester.boothejr@us	Unit Phone 757-878-0435	Fax <input type="text"/>
Address 1 11846 Rocklanding Drive, Suite B Newport News, Va 2361	Address 2 <input type="text"/>	
City <input type="text"/>		

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Module V – Training Execution 22

The Instructor clicks on “**Calendar**” on the Header Bar to display his/her **Calendar** as shown in the next slide.

Adding an Event I

Personal Calendar: Bobby Kirts

View By: Month [Work Week](#) [Week](#) [Day](#)

Time Zone: (GMT-05:00) Eastern Time (US & Canada)

Add New Event: Event All Day Event 60

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25

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Module V - Training Execution 23

The Instructor can mark himself unavailable for scheduling during a specified period by creating a **Non-Instructional Event** on his own Calendar. A **Non-Instructional Event** simply indicates unavailable time caused by the Instructor, rather than by a scheduling action performed by a Class Manager or Scheduler.

To schedule an Event, go to the **Add New Event** link and click on the “**down arrow**” to display the **Event** or **All Day Event** selection for you to choose from. Highlight and click on your choice and the ALMS will display the **Add New Event** screen as shown in the next slide.

Adding an Event II

THE UNITED STATES ARMY

Calendar | Contact Us | Help | Log Off

Go to: My Home

My Home | My Development | Training Catalog | Information Resources | Communities | Experts | Assessments | Personal Info

Add New Event: Bobby Kirts [Back](#) [Save](#)

Complete the fields below with your event information and click "Save"

Time Zone: (GMT-05:00) Eastern Time (US & Canada)

Event Title: Dentist Appointment

Start Date: 06/30/2005

Start Time: 09:30

End Time: 11:30

☒ Ignore conflict

Event Description: Dental Appointment - Root Canal


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Module V - Training Execution 24

All data entry fields on this screen are mandatory. You must specify the **Time Zone, Event Title, Start Date, Event Description, and Start and End Times.**

The “**Ignore Conflict**” checkbox will allow the Instructor to override any previously scheduled events, training or otherwise, during that time period. However, be warned that the ALMS will not seek out and notify the event scheduler of this over-ride. The Instructor must do this outside the system.

After completing all the mandatory fields, click on “**Save**” to add the event to your **Calendar** as shown in the next slide.



Adding an Event III

[Calendar](#)
[Contact Us](#)
[Help](#)
[Log Off](#)

Go to:

[Training Catalog](#)
[Information Resources](#)
[Communities](#)
[Experts](#)
[Assessments](#)
[Personal Info](#)

Personal Calendar: Bobby Kirts

View By: [Month](#) [Work Week](#) [Week](#) [Day](#)
 Add New Event:

Time Zone:
 Show Date:

June 2005						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6	7	8 9:30 AM-11:30 AM Dentist Appointment	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25

Experience a Training Revolution!

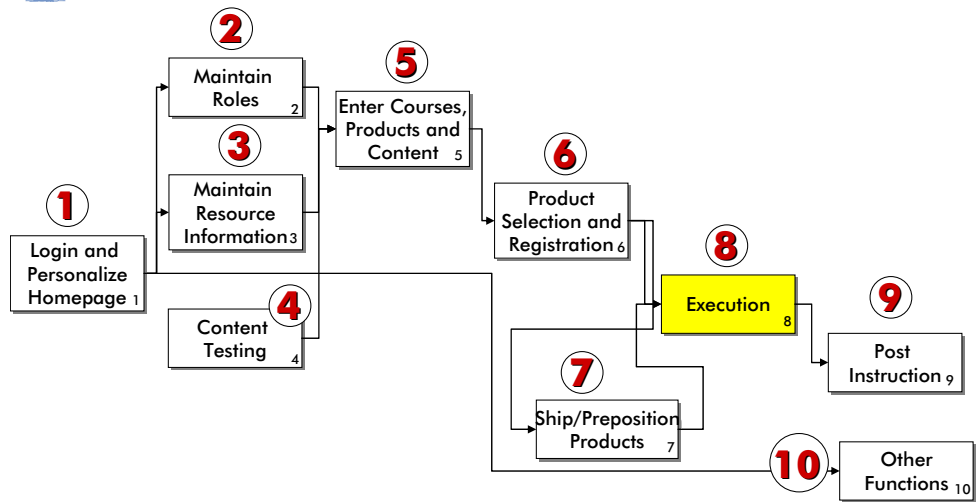
Module V – Training Execution 25

The Non-Instructional Event is added to the Instructor's personal Calendar.

This completes our short discussion of Instructors as Resources. We're now ready to get into the meat of Process 8 as shown in the next slide.



Training Execution - Instructors



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Module V - Training Execution 26



Terminology

- ➔ **Delivery** – The process of presenting content.
- ➔ **Session** – An occurrence of a training event that links a Lesson with time/date and place.

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Module V – Training Execution 27

The ALMS uses the term “**Delivery**” in this context, but also to mean “transmit or send training material”.

The selection of a Session locks in a Lesson to a specific date and time.

Let’s run a vignette to look at how to view your teaching schedule, view rosters, establish office hours, record attendance, record grades, and mark lessons as delivered as shown in the next slide.



Instructor Vignette

Show Me Version

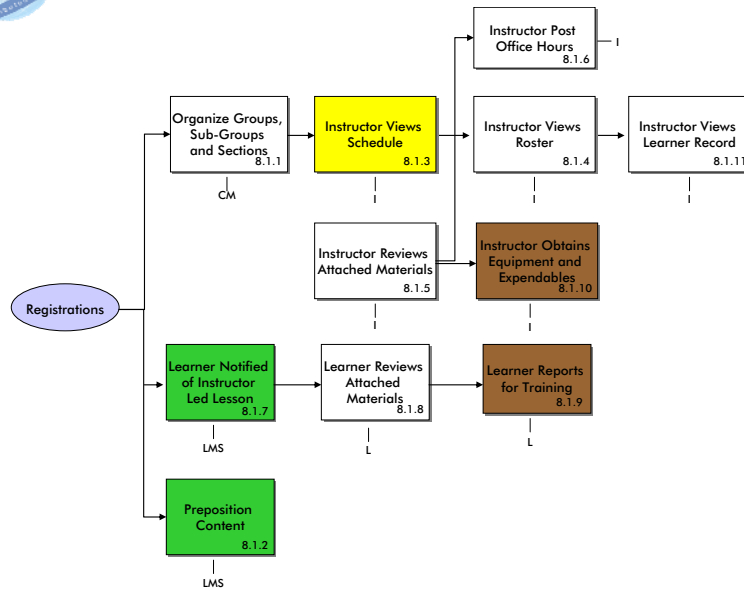
➡ **“Instructor Training and Delivery” Show Me**

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Module V – Training Execution 28



8.1 – Instruction Prep



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Module V – Training Execution 29

DLS
THE UNITED STATES ARMY

Calendar | Contact Us | Help | Log Off

Go to: My Home
My Home
My Team
Registrar (Internal)
Catalog
Lessons
Communities
Content
Instruction
People
Resources

My Home | My Development | Training Catalog | Information Resources | Communities | Experts | Assessments | Personal Info

• Registrations
• Surveys
• Course Progression
• Search Training Catalog
• Personal Catalog
• Order History
• Transcript
• Team Summary
• Communities in which I am an Expert
• DLS
• ATHD

Welcome! Bobby Kirts
Today: Jun 29, 2005
Time Zone: (GMT-05:00) Eastern Time (US & Canada)
Last Login: June 28, 2005 12:20 PM

New Users!!! [Click here](#)

Reminder: Do not use your web browser's navigation buttons while in LMS.

The "Notices" area below helps you stay on top of all your DLS activities. All you need to do is click on the "See All" link next to each item to see a full explanation of each notice.

» Notices

Upcoming Classes	
LMS - Construct Course	7/13/05 - 7/13/05 Fort Sill
LMS Construct Content	7/13/05 - 7/13/05 Fort Sill
LMS Construct ITP	7/13/05 - 7/13/05 Fort Sill
LMS Construct Iterations	7/14/05 - 7/14/05 Fort Sill
LMS Construct Web Based Course	7/14/05 - 7/14/05 Fort Sill

[See All](#)

Development Plan: Items to Do
No Results Found.

Pending Critiques
No Results Found.

Surveys/Evaluations Awaiting Response
No Results Found.

» Skill Gap
No Results Found.

» Individual Training Plan
No Results Found.

"My Communities" These are communities in your watch list.

» My Communities
No Results Found.

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Module V - Training Execution 30

To navigate to the **Instructor Schedule** screen, highlight and click on “**Instructor**” from the **Go to:** drop down menu. The ALMS will display the **Instructor Schedule** screen as shown in the next slide. **Note:** You will not receive the “Instruction” Go to: drop down until you are assigned a Lesson to instruct.

Instructor Schedule

Calendar | Contact Us | Help | About | Log Off

Go to:

Instructor Schedule

Below is a list of your scheduled Lessons. Click on View Roster to grade sessions and exams, mark attendance or email students.

Current Lessons Show Lessons up until:

Lesson Title	Start Date	Lesson	Sessions	Location	Roster	Office Hours	Action
LMS - Overview	11/29/04	011226	m.0900-0915	MANSCEN and Fort Leonard Wood	View	Add	

Below is a list of your Lessons that have been delivered. Click View Roster to view Lesson information.

Delivered Lessons Show Lessons starting after:

Lesson Title	Start Date	Lesson	Sessions	Location	Roster	Office Hours	Action
No Results Found.							

Action Icon Key


- Launch/Join
- Download Offline Content
- Chat
- Discuss

* - Dedicated Lesson


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Module V - Training Execution 31

To navigate to the **Instructor Schedule** screen, highlight and click on “**Instructor**” from the **Go to:** drop down menu. The ALMS will display the **Instructor Schedule** screen as shown in the next slide. **Note:** You will not receive the “Instruction” Go to: drop down until you are assigned a Lesson to instruct.



Post Office Hours I





Go to:

[My Lessons](#)
[Lesson Critiques](#)
[Qualifications](#)
[Questionnaire](#)
[Reports](#)

Instructor Schedule

Below is a list of your scheduled Lessons. Click on View Roster to grade sessions and exams, mark attendance or email students.

Current Lessons Show Lessons up until: [GO](#)

Lesson Title	Start Date	Lesson	Sessions	Location	Roster	Office Hours	Action
LMS - Overview	11/29/04	011226	m 0900-0915	MANSCEN and Fort Leonard Wood	View	Add	 

Below is a list of your Lessons that have been delivered. Click View Roster to view Lesson information.

Delivered Lessons Show Lessons starting after: [GO](#)

Lesson Title	Start Date	Lesson	Sessions	Location	Roster	Office Hours	Action
No Results Found.							

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Module V – Training Execution 32

To post his Office Hours, the Instructor clicks on “**Add**” in the Office Hours column. This will display the **Add New Office Hours** screen as shown in the next slide.

Post Office Hours II

Calendar | Contact Us | Help | About | Log Off

U.S. ARMY

My Lessons | Lesson Critiques | Qualifications | Questionnaire | Reports

Add New Office Hours: LMS Manage Waitlist [Back](#) [Save](#)

Enter the hours during which you are available for online chats and discussions with your students.

Lesson Template Name: LMS Manage Waitlist


Lesson Number: 002756

Office Hours:

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Module V - Training Execution 33

Instructors post office hours so Learners know when they are available for visits. Add the office hours in the Office Hours block. Recommend the convention of: M=Monday, T=Tuesday, W=Wednesday, Th=Thursday, F=Friday, S=Saturday and Su=Sunday. The day abbreviation is followed by a comma then the times 8-12, 1-4, etc, then click **“Save.”** This information will be displayed in this Office Hours column when the Learner sees the Lesson on his Registrations Page (My Development Tab).



Office Hours Added to Lesson

[Calendar](#)
[Contact Us](#)
[Help](#)
[About](#)
[Log Out](#)



Go to:

[My Lessons](#)
[Lesson Critiques](#)
[Qualifications](#)
[Questionnaire](#)
[Reports](#)

Instructor Schedule

Below is a list of your scheduled Lessons. Click on View Roster to grade sessions and exams, mark attendance or email students.

Current Lessons Show Lessons up until: [GO](#)

Lesson Title	Start Date	Lesson	Sessions	Location	Roster	Office Hours	Action
LMS Manage Waitlist	7/14/05	002756	Th, 1400-1430	Fort Sill	View	Edit	Add Remove
LMS Groups, Sub-Groups and Sections	7/14/05	002757	Th, 1430-1630	Fort Sill	View	Add	Add Remove
LMS Execute Training	7/15/05	002758	F, 0900-1030	Fort Sill	View	Add	Add Remove
LMS Evaluate Training	7/15/05	002759	F, 1030-1100	Fort Sill	View	Add	Add Remove
LMS Other Functions	7/15/05	002760	F, 1100-1130	Fort Sill	View	Add	Add Remove
LMS Learner Login	7/12/05	002761	T, 1300-1400	Fort Sill	View	Add	Add Remove
LMS Learner Login	7/13/05	002762	W, 0900-0900	Fort Sill	View	Add	Add Remove
LMS Learner Login	7/14/05	002763	Th, 0800-0900	Fort Sill	View	Add	Add Remove
LMS Learner Login	7/15/05	002764	F, 0800-0900	Fort Sill	View	Add	Add Remove
LMS Resources - Expendables	7/12/05	002765	T, 1545-1630	Fort Sill	View	Add	Add Remove
LMS TRADOC Overview	7/12/05	002766	T, 0900-1000	Fort Sill	View	Add	Add Remove
LMS Resources - Facilities	7/12/05	002767	T, 1400-1500	Fort Sill	View	Add	Add Remove
LMS- Overview	7/12/05	002768	T, 1000-1030	Fort Sill	View	Add	Add Remove
LMS Resources - Equipment	7/12/05	002769	T, 1500-1545	Fort Sill	View	Add	Add Remove
LMS System Processes	7/12/05	002770	T, 1030-1130	Fort Sill	View	Add	Add Remove

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Module V – Training Execution 34

The Office Hours will show up as an “**Edit**” entry under the Office Hours column on the **Instructor Schedule** as shown in this slide.

The next function the Instructor can perform from the **Instructor Schedule** screen is **View** the **Roster** as shown in the next slide.

View Roster

Calendar Contact Us Help About Log Off

Go to: Instruction

My Lessons Lesson Critiques Qualifications Questionnaire Reports

Instructor Schedule

Below is a list of your scheduled Lessons. Click on View Roster to grade sessions and exams, mark attendance or email students.

Current Lessons Show Lessons up until: **GO**

Lesson Title	Start Date	Lesson	Sessions	Location	Roster	Office Hours	Action
LMS - Overview	11/29/04	011226	m.0900-0915	MANSCEN and Fort Leonard Wood	View	Add	

Below is a list of your Lessons that have been delivered. Click View Roster to view Lesson information.

Delivered Lessons Show Lessons starting after: **GO**

Lesson Title	Start Date	Lesson	Sessions	Location	Roster	Office Hours	Action
No Results Found.							

Action Icon Key

- Launch/Join
- Download Offline Content
- Chat
- Discuss

* - Dedicated Lesson

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Module V - Training Execution 35

The Office Hours will show up as an “**Edit**” entry under the Office Hours column on the **Instructor Schedule** as shown in this slide.

The next function the Instructor can perform from the **Instructor Schedule** screen is **View** the **Roster** as shown in the next slide.

Lesson Roster

Go to:

Lesson Roster: LMS Learner LOGIN, etc

This page shows the Lesson roster. Click the icons in the Action column or the page links to perform Lesson management tasks.

Lesson Number: [011281](#) Lesson Template Number: [1005](#)
 Date: 11/29/04 - 11/29/04 Session Template: [M 1300-1430](#)
 Location: [MANSCEN and Fort Leonard Wood](#) Building:

[Lesson Attendance](#)
[Grade Entire class](#)
[Register Learner in this Class](#)

Lesson Action:

Student Name	Order Status	Registration Status	Waitlist Priority	Action
Entire Class				
Bobby Kirts	Open - Confirmed	Open - Normal		
Chester Boothe	Open - Confirmed	Open - Normal		
Junius Penn	Open - Confirmed	Open - Normal		
Kirk Daniel	Open - Confirmed	Open - Normal		
Louis Fortune	Open - Confirmed	Open - Normal		
Martin Hartfield	Open - Confirmed	Open - Normal		

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Module V - Training Execution 36

The Office Hours will show up as an “**Edit**” entry under the Office Hours column on the **Instructor Schedule** as shown in this slide.

The next function the Instructor can perform from the **Instructor Schedule** screen is **View the Roster** as shown in the next slide.

Instructor Taking Attendance

Calendar | Contact Us | Help | About | Log Off

Go to: Instruction


My Lessons | Lesson Critiques | Qualifications | Questionnaire | Reports

Lesson Attendance: LMS Learner LOGIN, etc [Save](#)

Listed below are the learners and sessions for the selected Lesson. You can also mark a Lesson delivered or canceled, as well as assign grades or credit unregistered learner.

Lesson Number: [011281](#) Lesson Template Number: [1005](#)
 Date: 11/29/04 - 11/29/04 Session Template: [M 1300-1430](#)
 Location: [MANSCEN and Fort Leonard Wood](#) Building:

[Lesson Roster](#)
[Grade Entire class](#)
[Register Learner in this Class](#)

Lesson Action:  ☐ Mark all Learners and Sessions


Student Name	11/29/04 Session 1
Entire Class	Mark All <input type="checkbox"/>
Chester Boothe	<input checked="" type="checkbox"/>
Kirk Daniel	<input type="checkbox"/>
Louis Fortune	<input type="checkbox"/>
Martin Hartfield	<input type="checkbox"/>
Bobby Kirts	<input checked="" type="checkbox"/>
Junius Penn	<input type="checkbox"/>

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Module V - Training Execution 37


The Office Hours will show up as an “**Edit**” entry under the Office Hours column on the **Instructor Schedule** as shown in this slide.

The next function the Instructor can perform from the **Instructor Schedule** screen is **View the Roster** as shown in the next slide.



Marking Grades

[Calendar](#) | [Contact Us](#) | [Help](#) | [About](#) | [Log Off](#)


Go to:

[My Lessons](#) | [Lesson Critiques](#) | [Qualifications](#) | [Questionnaire](#) | [Reports](#)

Grade Lesson: LMS Learner LOGIN, etc















Undo Save

Grade Learners and tests below, credit an unregistered learner or mark Lesson success.

Lesson Number: [011281](#) Lesson Template Number: [1005](#)
 Date: 11/29/04 - 11/29/04 Session Template: [M 1300-1430](#)
 Location: [MANSCEN and Fort Leonard Wood](#) Building:

[Lesson Roster](#)
[Lesson Attendance](#)
[Register Learner in this Class](#)


Lesson Action:

Student Name	Success ?	Score	Online Test Score	Online Tests
Entire Class 	Mark All <input type="radio"/> Yes <input type="radio"/> No	Mark All <input type="text" value=""/> 		
Martin Hartfield 	<input type="radio"/> Yes <input type="radio"/> No	<input type="text" value="33"/>		
Junius Penn 	<input type="radio"/> Yes <input type="radio"/> No	<input type="text" value="88"/>		
Chester Boothe 	<input type="radio"/> Yes <input type="radio"/> No	<input type="text" value="88"/>		
Kirk Daniel 	<input type="radio"/> Yes <input type="radio"/> No	<input type="text" value="53"/>		
Bobby Kirts 	<input type="radio"/> Yes <input type="radio"/> No	<input type="text" value="88"/>		
Louis Fortune 	<input type="radio"/> Yes <input type="radio"/> No	<input type="text" value="91"/>		

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Module V – Training Execution 38


The Office Hours will show up as an “**Edit**” entry under the Office Hours column on the **Instructor Schedule** as shown in this slide.

The next function the Instructor can perform from the **Instructor Schedule** screen is **View the Roster** as shown in the next slide.



Marking A Lesson Delivered (Complete)

[Calendar](#) | [Contact Us](#) | [Help](#) | [About](#) | [Log Off](#)


Go to:

[My Lessons](#) | [Lesson Critiques](#) | [Qualifications](#) | [Questionnaire](#) | [Reports](#)

Lesson Roster: LMS Learner LOGIN, etc

This page shows the Lesson roster. Click the icons in the Action column or the page links to perform Lesson management tasks.

Lesson Number: [011281](#) Lesson Template Number: [1005](#)
Date: 11/29/04 - 11/29/04 Session Template: [M 1300-1430](#)
Location: [MANSCEN and Fort Leonard Wood](#) Building:

[Lesson Attendance](#)
[Grade Entire class](#)
[Register Learner in this Class](#)

Lesson Action: Cancel Deliver

Student Name	Order Status	Registration Status	Waitlist Priority	Action
Entire Class				
Bobby Kirts	Open - Confirmed	Open - Normal		Add
Chester Boothe	Open - Confirmed	Open - Normal		Add
Junius Penn	Open - Confirmed	Open - Normal		Add
Kirk Daniel	Open - Confirmed	Open - Normal		Add
Louis Fortune	Open - Confirmed	Open - Normal		Add
Martin Hartfield	Open - Confirmed	Open - Normal		Add

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Module V – Training Execution 39

The Office Hours will show up as an “**Edit**” entry under the Office Hours column on the **Instructor Schedule** as shown in this slide.

The next function the Instructor can perform from the **Instructor Schedule** screen is **View the Roster** as shown in the next slide.



Instructor PE


➤ Instructor PE # 1

- Take Attendance
- Grade Learners
- Mark Lesson Delivered

➤ **ALMS Training Database is located at:**
<http://training.lms.army.mil>


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Module V – Training Execution 40



Instructor Collaboration

[Calendar](#)
[Contact Us](#)
[Help](#)
[About](#)
[Log Off](#)







Go to:

[My Lessons](#)
[Lesson Critiques](#)
[Qualifications](#)
[Questionnaire](#)
[Reports](#)

Instructor Schedule

Below is a list of your scheduled Lessons. Click on View Roster to grade sessions and exams, mark attendance or email students.

Current Lessons Show Lessons up until: [GO](#)



Lesson Title	Start Date	Lesson	Sessions	Location	Roster	Office Hours	Action
LMS - Overview	11/29/04	D11226	m. 0900-0915	MANSCEN and Fort Leonard Wood	View	Add	   



Below is a list of your Lessons that have been delivered. Click View Roster to view Lesson information.

Delivered Lessons Show Lessons starting after: [GO](#)

Lesson Title	Start Date	Lesson	Sessions	Location	Roster	Office Hours	Action
No Results Found.							

Action Icon Key

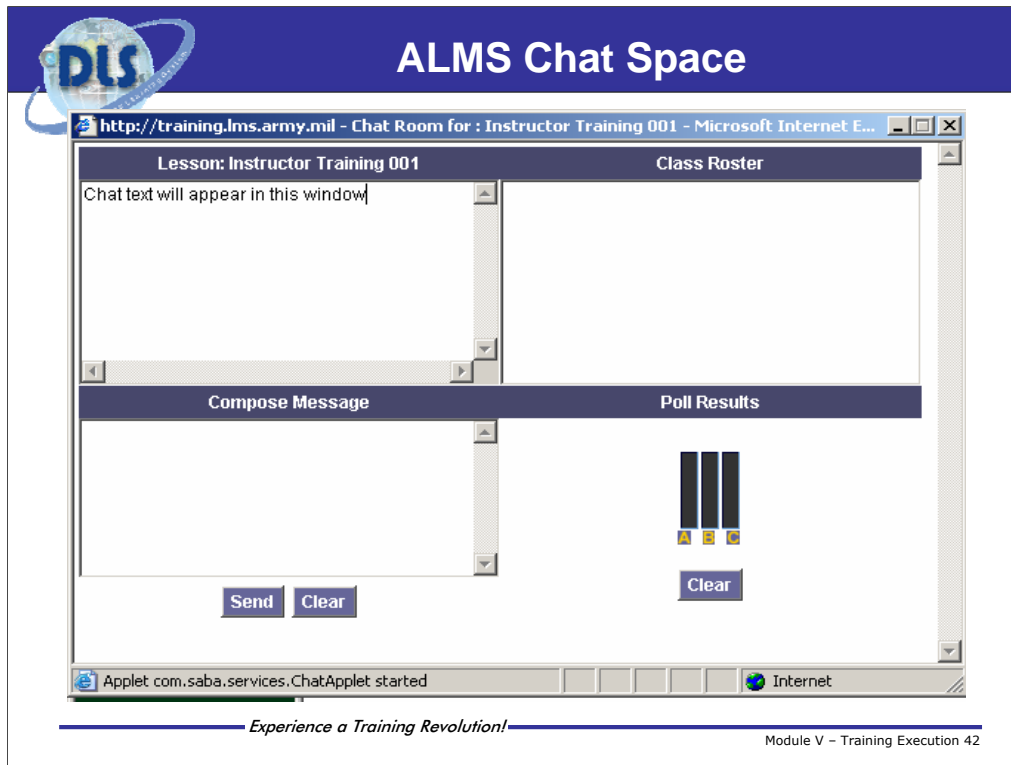
 Launch/Join
  Download Offline Content

 Chat
  Discuss

* - Dedicated Lesson

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Module V – Training Execution 41



This screen will show the participant who is in the Chat session and provide space for composing and sending messages.



[Home](#)
[About Us](#)
[FAQ](#)
[Help](#)
[Log Off](#)

Go to: Instruction

My Lessons
Lesson Critiques
Qualifications
Questionnaire
Reports

Instructor Schedule

Below is a list of your scheduled Lessons. Click on View Roster to grade sessions and exams, mark attendance or email students.

Current Lessons Show Lessons up until: GO

→
📄
📄

Lesson Title	Start Date	Lesson ▲	Sessions	Location	Roster	Office Hours	Action
LMS - Overview	11/29/04	011226	m 0900-0915	MANSCEN and Fort Leonard Wood	View	Add	<div style="display: flex; justify-content: space-around;"> 📄 📄 📄 </div>

Below is a list of your Lessons that have been delivered. Click View Roster to view Lesson information.

Delivered Lessons Show Lessons starting after: GO

Lesson Title	Start Date	Lesson	Sessions	Location	Roster	Office Hours	Action
No Results Found.							

Action Icon Key

[Launch/Join](#)

[Download Offline Content](#)

[Chat](#)

[Download Offline Content](#)

[Discuss](#)

* - Dedicated Lesson




Instructor Collaboration

LMS- Overview> (001001)> how is the lms working ?> how is the lms working ?>

Discussion Group on saba

Message: (1) how is the lms working ? [Help](#)

[Msg List](#) [Reply](#) [Post](#)

Title: how is the lms working ? 

Author: [terry.lee.walters](#) **Date:** Dec 22, 2004 10:36:40 AM EST

how is the lms working ?

Replies to this message

#	Subject	Author	Date Created
---	---------	--------	--------------

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Done Internet

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Module V - Training Execution 44



Summary

What We've Learned...

- ➔ View Schedule
- ➔ Post Office Hours
- ➔ View Roster
- ➔ Take Attendance
- ➔ Mark Grades
- ➔ Deliver Lessons
- ➔ ALMS Collaboration Tools

Questions?

Experience a Training Revolution!

Module V – Training Execution 45

Here's a RECAP of what we learned.

We learned how to:

View our schedule
Post Office Hours
Take Attendance
Mark Grades
Deliver Lessons
Collaboration Tools

Ask are there any questions pertaining to Training Execution?